

Attachment A: Tasks

The Consultant shall provide the services and deliverables set forth in this **Attachment A**. The Consultant shall provide all services and deliverables required by this **Attachment A** to the satisfaction of the City's project manager.

General Description of Project for which Consultant will Provide Services:

Under the National Environmental Policy Act (NEPA), the City of San José will be preparing a Categorical Exclusion (CATEX) to environmentally review the proposed construction of a San José Police Department (SJPD) hangar, consistent with the existing conditionally-approved Airport Layout Plan (ALP). It is expected that the Federal Aviation Administration (FAA) will approve the use of a CATEX to satisfy NEPA requirements. The applicable category from FAA Order 1050.1F for the proposed project is as follows:

Paragraph 5-6.4f: Federal financial assistance, licensing, Airport Layout Plan (ALP) approval, or FAA construction or limited expansion of accessory on-site structures, including storage buildings, garages, hangars, t-hangars, small parking areas, signs, fences, and other essentially similar minor development items. (ATO, ARP, AST)

Under this Service Order 7, the Consultant will develop a CATEX to review the construction and use of the SJPD Hangar ("Proposed Action") in accordance with the following:

1. National Environmental Policy Act (NEPA) (42 United States Code [USC] 4321 et seq.), the Council on Environmental Quality (CEQ), and implementing regulations (40 CFR 1500-1508)(2021)[Note: A Notice of Proposed Rule Making for revisions to the 2021 regulations is underway as of the writing of this scope, the proposed revisions are not expected to impact the development of the CATEX];
 2. Requirements and guidance contained in Federal Aviation Administration's ("FAA") FAA Order 1050.1F, entitled "Environmental Impacts: Policies and Procedures";
 3. FAA's 1050.1F Desk Reference;
 4. FAA's Order 5050.4B, entitled "National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions"; and
 5. FAA's Environmental Desk Reference for Airport Actions.
-

Task No. 1: Task Order Management and Coordination

A. Services: This task provides for the task management and administration of the CATEX and consists of the following:

Task 1.1: Task Management and Administration

This task includes the necessary time to administer this task order, conduct internal coordination among consultant staff, perform Quality Assurance (QA) and Quality Control (QC) services, and to manage internal resources within HNTB to ensure that this task order is completed with quality work, on time, on budget, and to SJC's satisfaction.

Consultant will maintain a project budget system to monitor internal and external labor, and expenses for the work included as part of this Task Order.

Task 1.2: Coordination

For budgeting purposes, up to three (3) coordination meetings with FAA are included, to respond to any questions or comments from the FAA related to the Proposed Action and/or for clarification or following review of the Draft CATEX by FAA. This task also includes the development of materials requested by SJC and/or FAA for use in consultation with federal agencies if requested (e.g., THPO, SHPO or USFWS). *Note: No formal scoping or consultation with agencies by SJC or the FAA is expected. Thus it is assumed that materials needed would be to confirm the absence of resources via desktop searches and previously conducted documentation.*

B. Deliverables:

- Monthly reporting and invoicing for work completed during the previous month.
- Meeting agenda and meeting notes for FAA meetings.
- Coordination materials for SJC or FAA use upon request.

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: 6/05/2022

Task No. 2: Prepare Documented CATEX

A. Services:

Consultant will develop a CATEX for the Proposed Action. The following subtasks describe the main elements of the CATEX development:

Task 2.1: Project Description and Justification

Consultant will develop a project description, a summary of existing conditions, and a Proposed Action graphic. Consultant will develop graphic illustrations and craft a detailed project description. The justification (purpose and need), along with project schedule, and other background information needed for a CATEX will be developed and documented for the proposed project, including supporting graphics.

Task 2.2: Impact Analysis

All impact categories will be addressed, as required, to complete the FAA's Documented CATEX form including the development of necessary graphics to illustrate resources. Consultant will consult or provide draft consultation documents to SJC and FAA for consultation with agencies whose resources would be potentially impacted as necessary to complete the FAA's consultation

requirements for a CATEX. The analysis for potential impacts will be completed, however, no significant impacts are expected. Limited analysis is expected to be completed for the following resources:

2.2.1 Biological Resources

Consultant will discuss federally and state-listed endangered or threatened species within and adjacent to the physical development area, as well as migratory birds. Although several threatened and endangered species are listed as having the potential to occur in the physical development area, the developed nature of the area and the proximity to the airfield makes it unlikely that any impacts would occur to any fish, wildlife or plants as a result of the Proposed Action.

FAA will coordinate with USFWS (if needed) and may provide an official species list. It is assumed that no Section 7 consultation with USFWS will be needed.

2.2.2 Department of Transportation Act: Section 4(f) Resources

Consultant will review the Section 4(f) resource environmental setting and impact analysis conducted as part of the 2020 Draft SJC EA to review this resource category related to GIS data, community and state park information, and the National Register of Historic Places (NRHP) (physical limits of disturbance and in proximity to proposed construction that may be visually impacted). No Section 4(f) Evaluation or *de minimis* impact determination will be developed by Consultant.

2.2.3 Hazardous Materials, Solid Waste and Pollution Prevention

Consultant will identify potential hazardous materials sites and waste within and adjacent to the physical development area and will document current solid waste disposal and pollution prevention practices. Consultant will review the research conducted as part of the 2020 Draft SJC EA to review this resource category. No additional study or survey of conditions is included.

2.2.4 Historical, Architectural, Archeological and Cultural Resources

Consultant will use existing information provided by the Airport or previously conducted as part of the 2020 Draft SJC EA. A literature review examined previous studies completed for environmental compliance, which included the 1999 EIS and identification of Archaeologically Sensitive Areas. The Proposed Action is not located in areas identified as archaeologically sensitive. It is assumed no cultural resource surveys will be needed and that no new analysis or research will be required if the FAA requests assistance with SHPO or THPO consultation.

2.2.5 Water Resources (including wetlands, floodplains, surface waters and groundwater)

No wetlands, floodplains, surface waters, or wild and scenic rivers are within the project areas. Consultant will address all water resources categories and address any potential changes to groundwater as a result of additional impervious surface and construction. It is assumed no field surveys or monitoring will be required to update existing, available information. No calculations of water generation or usage will be developed. This resource category will be discussed qualitatively in the CATEX.

2.2.6 Construction

Consultant will address any temporary construction-related impacts related to noise and air quality during the period of construction.

2.2.7 Environmental Commitments

Consultant shall address this category of the CATEX if any environmental commitments are needed to avoid, minimize or mitigate any potential impacts to the environment.

2.2.8 Non-Impacted Categories

No analysis is anticipated for the following categories, however the CATEX impact categories, as well as any changes needed to address Order 1050.1F categories will all be addressed:

- Air Quality
- Climate
- Coastal Resources
- Farmlands
- Land use
- Natural resources and energy supply
- Noise and noise-compatible land use
- Socioeconomics, environmental justice, and children's environmental health and safety risks
- Visual Effects

B. Deliverables:

- Documentation to support findings (to be included as appendices)

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: 6/05/2022

Task No. 3: CATEX Documentation and Edits

A. Services:

Consultant shall complete and submit the draft and final CATEX to SJC and FAA for review and comment. Two rounds of review by the FAA are assumed. The following subtasks describe the main elements of the CATEX development:

Task 3.1: Draft CATEX to SJC and Respond to SJC Comments

The draft CATEX and necessary attachments will be submitted to SJC for review and comment. All comments provided by SJC will be resolved prior to submission to the FAA.

Task 3.2: Draft CATEX to FAA, Revise and Final CATEX

SJC will submit the CATEX to the FAA and Consultant will be responsible for responding to any comments issued by the FAA. Two rounds of review by the FAA are assumed.

B. Deliverables:

- Draft CATEX for SJC review
- Revised CATEX for SJC review and approval
- Draft CATEX for FAA review
- Two (2) revisions to the CATEX per FAA comments
- Final CATEX

C. Completion Time: The Consultant must complete the services and deliverables for this task in accordance with whichever one of the following time is marked:

- On or before the following date: 6/05/2022

Attachment B: Terms and Conditions

1. **City's Project Manager:** The City's project manager for this Approved Service Order is:

Name: Ryan Sheelen	Phone No.: 408-392-1193
Department: Planning & Development	E-mail: Rsheelen@sjc.org
Address: 1701 Airport Blvd. B-1130, San Jose, CA 95110	

2. **Consultant's Project Manager and Other Staffing:** Identified below are the following: (a) the Consultant's project manager for this Approved Service Order, and (b) the Consultant(s) and/or employee(s) of the Consultant who will be principally responsible for providing the services and deliverables. *If an individual identified below is required to file a Form 700, the Consultant must comply with the requirements of Subsection 17.2 of the Master Agreement, entitled "Filing Form 700."*

		<u>Required to File Form 700?</u>			
<u>Consultant's Project Manager</u>		Yes	No		
Name: Jessica Wyatt Associate Vice President	Phone No.:(510) 587-8672		X		
Address: 1111 Broadway, 9th Floor Oakland, California 94607	E-mail: jwyatt@hntb.com				
<u>Other Staffing</u>					
<u>Name:</u>	<u>Assignment:</u>				
Justin Bychek	Task Manager Oversight				X
Ken Poon	Planner IV – Coordination support				X
Andy Guan	Planner II – Drawing Support				X
Brian Gaul	Planner II – Drawing Support				
Nick Bleich	Planner IV – Project Support				X
Evelyn Holst	Project Analyst				X
Kim Hughes	Manager – Environmental				X
Caroline Pinegar	Planner V – Lead Environmental Planner		X		
Ryan Lombardi	Planner IV – Environmental Analysis		X		

Kent Miller	Planner II – GIS Support		X
Alexander Burkley	Planner II - Transportation Planner		X
Yue Xu	Planner IV – Noise/Air Quality		

3. Subconsultants: Whichever of the following is marked applies to this Approved Service Order:

- The Consultant can **not** use any subconsultants.
- The Consultant can use the following subconsultants to assist in providing the required services and deliverables:

<u>Subconsultant's Name</u>	<u>Area of Work</u>
1.	
2.	
3.	

4. Reimbursable Expenses: If the Compensation Table set forth in **Attachment C** of this Approved Service Order states that the City will reimburse the Consultant for expenses, then only the expenses identified in Subsection 10.5.3 of the Master Agreement are Reimbursable Expenses unless the following box is marked and additional reimbursable expenses are set forth:

- In addition to the expenses identified in Subsection 10.5.3 of the Master Agreement, the following expenses are Reimbursable Expenses:

<u>Additional Reimbursable Expense(s)</u>	<u>Mark-up</u>
1.	
2.	
3. _____	_____

Notwithstanding the foregoing, any additional reimbursable expense(s) set forth in the above table will be disregarded if the Compensation Table states that the City will *not* reimburse the Consultant for any expenses.

Attachment C: Compensation Table

The City will compensate the Consultant for providing the services and deliverables set forth in **Attachment A** in accordance this Compensation Table. This Compensation Table is subject to the terms and conditions set forth in the Master Agreement, including without limitation Section 10 of the Master Agreement.

Part 1 – Compensation for Services and Deliverables			
Column 1	Column 2	Column 3	Column 4
Task Nos. from Attachment A	Basis of Compensation	Invoice Period	Compensation
Task 1	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$ 5,060
Task 2	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$ 9,900
Task 3	<input checked="" type="checkbox"/> Time & Materials <input type="checkbox"/> Fixed Fee	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Completion of Task(s) <input type="checkbox"/> Completion of Work	\$ 4,900
Part 2 – Reimbursable Expenses			
<input type="checkbox"/> No expenses are separately reimbursable. The amount(s) in Column 4 of Part 1 include(s) payment for all expenses.		<input checked="" type="checkbox"/> Expenses are separately reimbursable in the maximum amount of:	\$ 100
Part 3 – Subconsultant Costs			
<input checked="" type="checkbox"/> Subconsultant costs are not separately compensable. The amount(s) in Column 4 of Part 1 include(s) subconsultant costs.		<input type="checkbox"/> Subconsultant costs are separately compensable in the maximum amount of:	\$0
Part 4 – Compensation for Preparation of Approved Service Order			
The lump-sum compensation the City will pay the Consultant for preparing the Approved Service Order is:			\$0
Maximum Service Order Compensation (sum of Parts 1 through 4):			\$19,960

January 26, 2022

Jessica Wyatt
HTNB
1111 Broadway, 9th Floor
Oakland, California 94607

**SUBJECT: MINETA SAN JOSE INTERNATIONAL AIRPORT
SERVICE ORDER # 7 - HNTB NEPA SJPD HANGAR CATEX
NOTICE TO PROCEED (NTP)**

Description of Work (Scope):

In accordance with the Master Consultant Agreement between the City of San Jose (City) and HNTB (Consultant), Consultant is hereby authorized to continue services for the San José International HNTB NEPA SJPD HANGAR CATEX.

The deliverables for this effort include CATEX development, and Draft/Final CATEX.

The amended service order shall commence on January 26, 2022 and shall continue through June 5, 2022.

The total compensation for this Notice to Proceed for professional services, including reimbursable expenses, is not to exceed Nineteen Thousand and Nine Hundred and Sixty-Five Dollars (\$19,965.00). Authorized subconsultants are not permitted for this Service Order. Compensation for services provided by the CONSULTANT shall be expressed as time and materials. CONSULTANT's invoices shall be submitted monthly.

Effective Date of NTP: January 26, 2022

Authorized:

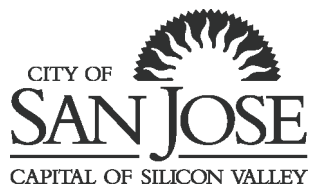
Andres 'Drew' Niemeyer

Digitally signed by Andres 'Drew' Niemeyer
DN: C=US, E=andniemeyer@sjc.org, O=City of San Jose - SJC
Airport, OU=Norman Y. Mineta San Jose International
Airport, CN=Andres 'Drew' Niemeyer
Reason: I am approving this document
Date: 2022.01.26 16:16:42-08'00'

Andrew "Drew" Niemeyer
Deputy Director, Planning & Development

Date

cc: Contract File
Stephanie Silva



- FOR YOUR ELECTRONIC SIGNATURE
- FULLY EXECUTED COPY TO FOLLOW

CITY STAFF: Aida Ballou
STAFF EMAIL: aballou@sjc.org

SCANNED SIGNATURE AUTHORIZATION

DATE: 1/25/2022 TOTAL PAGES: _____
(INCLUDING THIS PAGE)

CONSULTANT: Jeff Watson
EMAIL: rjwatson@hntb.com
PHONE: (510-208-4599)

X I agree to use electronic signatures

SIGNATURE OF CONSULTANT: _____

DIRECTIONS:

REVIEW THE ENCLOSED DOCUMENT, IF IT IS ACCEPTABLE:

1. SIGN THE DOCUMENT
2. CHECK THE BOX BELOW YOUR NAME AND SIGN AGREEING TO THE USE OF ELECTRONIC SIGNATURES
3. SCAN YOUR EXECUTED DOCUMENT TOGETHER WITH THIS COVER PAGE **IN BLUE INK**
4. EMAIL THE ENTIRE DOCUMENT TO (CITY STAFF EMAIL ADDRESS):
CHRIS.DEGUZMAN@SANJOSECA.GOV

To BE COMPLETED BY CITY STAFF:

ALTERNATIVE METHODS OF VERIFICATION:

- USE OF A PASSWORD PROTECTED WEBSITE
- CONFIRMED BY A KNOWN TELEPHONE NUMBER
- PERSONALLY KNOWN TO CITY STAFF

City of San José Contract/Agreement Transmittal Form

Route Order

Attached / Completed

Electronically Signed

TO: City Attorney
 City Manager
 City Clerk **OR** Return to
Dept. (circle one)

Insurance Certificates / Waivers Electronically Signed: Yes Audit Trail Attached (if applicable)
 Business Tax Certificate Scanned Signature Authorization
 Contacted Clerk re: Form 700 Supplemental Memorandums (if applicable): Select One

Type of Document: Service Order

Type of Contract: Other

REQUIRED INFORMATION FOR ALL CONTRACTS:

Existing GILES # 662409-012

Contractor: HNTB

Address: 1111 Broadway, 9th Floor Oakland, CA 94607

Phone: 510-587-8672

Email: jwyatt@hntb.com

Contract Description: Under Service Order #7, consultant will prepare a NEPA Categorical Exclusion for the SJPD Hangar project at SJC.

Term Start Date: 1/26/2022

Term End Date: 6/05/2022

Extension: No

Method of Procurement: Select one

RFB, RFP or RFQ No.: _____

Date Conducted: _____

Agenda Date (if applicable): _____

Agenda Item No.: _____

Resolution No.: _____

Ordinance No.: _____

Original Contract Amount: \$19,965

Amount of Increase/Decrease: _____

Option #: ___ of ___

Option Amount: _____

Updated Contract Amount: _____

Fund/Appropriation: _____

Form 700 Required: No

Revenue Agreement: Select one

Business Tax Certificate No.: _____

Expiration Date: _____

Department: Airport (80)

Department Contact Name/Phone: Ryan Sheelen 408.392.1193

Notes:

Department Director Signature: _____ Date

Office of the City Manager Signature: _____ Date